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29 September 1958

MEMORANDUM FOR: Area Records Officers

SUBJECT: Headquarters-Wide File Cleanup Campaign

1. We are pleased to inform you that the DD/S has approved our proposal for a headquarters-wide File Cleanup Campaign. He has recommended that preparations be made to carry out the campaign during the month of January 1959.

2. Col. White believes that the campaign should be announced by the Director at the January Senior Staff Meeting and by the Deputy Directors at their staff meetings. Tentative plans call for official office notices by the Operating Officials to follow distribution of the Director's all employees announcement.

3. This Staff will provide you with posters, handouts, and other promotional assistance and material. However, as it will be announced by the Director, each Operating Official will be responsible for personally organizing and directing the campaign in his component. Naturally, these officials will depend upon the technical assistance of their Records Officers to prepare the office notices and the campaign details peculiar to their specific areas.

4. As details for the campaign unfold, we shall further coordinate our plans with you. Thanks again for your support and assistance in the preparation of the campaign's details which we used in the staff study submitted to Col. White.

Chief, Records Management Staff

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